

Phase 1 Responsibilities

Subject

OFFICER SAFETY:

	FTO Initial	Trainee Initial
Contact & Cover Officer (Primary / Back-up)		
Body Armor		
Officer Survival		

ETHICS, MISSION & VALUES:

	FTO Initial	Trainee Initial
Ethics, Mission & Values		
Decision Making		

USE OF FORCE:

	FTO Initial	Trainee Initial
Legal & Ethical Issues		
Force Options		
Legal Responsibilities & Requirements with Prisoners		

PATROL VEHICLE OPERATIONS:

	FTO Initial	Trainee Initial
Patrol Vehicle Inspection		
Patrol Vehicle Operation Safety		
Patrol Vehicle Operation Liability		

REPORT WRITING:

	FTO Initial	Trainee Initial
Field Notes & Notebook		
Report Writing		

CONTROL OF PERSONS / PRISONERS / MENTALLY ILL

	FTO Initial	Trainee Initial
Transportation of Prisoners		
Booking Prisoners		
People with Disabilities		
Mental Illness Cases		

PHASE 1 COMPLETION/ATTESTATION FORM

FTO Initial	FTO Initial

■ FIELD TRAINING PROGRAM

Officer Safety

Legend

FTP-RG = Field Training Program Resource Guide

LSB = California Peace Officers Legal Sourcebook

PPM = RPD Policies and Procedures Manual

LD = POST Academy Learning Domain

CIM = Collision Investigation Manual

OFFICER SAFETY

CONTACT AND COVER (PRIMARY / BACKUP)

1.2.01 The trainee shall explain and demonstrate contact officer tactics and responsibilities to include:

- A. Primary responsibility dealing with situation/suspect(s)/victim(s)/witness(es)/RPs
- B. Records incident information (FIs)
- C. Performs pat down and custody search of suspect(s)
- D. Issues all citations
- E. Recovers evidence and contraband
- F. Handles routine radio communications
- G. Relays pertinent information to cover officer and medical personnel
- H. Watches hand movement

Reference: LD 21, LD 23, LD 33

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Trainee								
Comments:								Case/Report No.:

1.2.02 The trainee shall explain and demonstrate cover officer tactics and responsibilities to include:

- A. Approach
- B. Cover positions with vehicle(s) and person(s)
- C. Position of advantage
- D. What to watch for:
 - 1. Hands in pockets or otherwise concealed
 - 2. Weapons or contraband
 - 3. Hostility or anger
 - 4. The approach of other persons or vehicles
 - 5. Symptoms of intoxication or illness
 - 6. Potential reactions and escape
- E. Communications with contact officer/danger signals
- F. Position of assistance, if needed, during arrest
- G. Provides assistance as directed by contact officer

Reference: LD 2, LD 23, LD 33, LD 22

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OFFICER SAFETY

1.2.03 The trainee shall discuss the roles of the contact and cover officers during and after a pursuit, felony car stop, or foot chase. These shall include:

- A. Radio responsibilities
- B. Firearms/Weapons systems
- C. Position to assume after the vehicle or person is stopped
- D. Officer-to-officer communication

Reference: PPM 4.16, LD 21, LD 22, LD 23

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2.04 The trainee shall safely and effectively demonstrate the responsibilities of **both** the contact and cover officer positions during:

- A. Calls for service
- B. "In-progress" calls
- C. Pedestrian stops
- D. Traffic stops
- E. High-speed pursuit, felony stop, and/or foot chase

Reference: LD 21, LD 22, LD 23

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OFFICER SAFETY

BODY ARMOR

1.2.05 The trainee shall discuss benefits, limitations, and characteristics of protective body armor, including.

- A. Benefits for wearing
- B. Types of body armor
- C. Level of protection against firearms
- D. Level of protection against knives and other penetrating weapons

Reference: LD 23, AIMS Multimedia Surviving Deadly Force Encounters video

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OFFICER SURVIVAL

1.2.06 The trainee shall identify and explain the importance of physical, mental, and emotional conditioning in officer survival. These shall minimally include:

- A. Concept of tactical retreat (LD 23, LD 20)
 - 1. Pre-planning (mental scenarios)
 - 2. Reduction of unnecessary risks (stress management, "keeping your cool")
- B. Mental conditioning (LD 23)
 - 1. Will to live
 - 2. Continue to fight, regardless of odds
 - 3. Mental alertness
 - 4. Self-confidence
- C. Physical conditioning (LD 32)
 - 1. Department policy on physical fitness and officer standards
 - 2. Role of good health and nutrition
- D. Weapon retention (LD 33)

Reference: POST Learning Domains (LD), see above, and LD 21)

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■ FIELD TRAINING PROGRAM

Ethics, Mission, and Values

Legend

FTP-RG = Field Training Program Resource Guide
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LAW ENFORCEMENT CODE OF ETHICS

As a Law Enforcement Officer, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all men to liberty, equality and justice.

I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, animosities, or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession...law enforcement.

Trainee Signature _____ Date _____ P&T Initials _____

Trainee Signature _____ Date _____ FTO Initials _____

RIVERSIDE POLICE DEPARTMENT

MISSION STATEMENT

WE ARE LEADERS

WE dedicated ourselves to becoming leaders in the police profession. We are committed to developing innovative solutions to the challenges we face and to becoming the best law enforcement agency in the nation. We recognize that our fellow employees and our community are our most treasured assets.

WE ARE THE COMMUNITY

We devote ourselves to being part of the community we serve through improved communication, greater partnerships, and a shared commitment to neighborhood safety. We embrace the principles of community policing as we seek the participation of law-abiding citizens to reduce crime, the fear of crime, and the perception of crime.

WE ARE A FORCE FOR GOOD

We commit ourselves to securing and maintaining public safety through the dedicated efforts of police officers and civilian employees who are trained and equipped to reduce crime and foster public confidence in a respectful, efficient, and ethical manner. We respect the constitutional rights of all people to liberty, equality, and justice.

VISION STATEMENT

The Riverside Police Department will be a pre-eminent law enforcement agency based upon a foundation of integrity, service, and excellence.

We will serve as an example for others in word and deed, setting the standard for American policing.

We will partner with the community to help solve the problems of crime and social disorder, and to enhance neighborhood livability.

We will capitalize on our strengths as a diverse work force and community to make this vision a reality.

Trainee Signature _____ Date _____ P&T Initials _____

Trainee Signature _____ Date _____ FTO Initials _____

ETHICS

ETHICS

- 1.3.01 The trainee shall identify law enforcement ethical standards (Law Enforcement Code of Ethics) and explain or demonstrate how they apply to ethical decision-making.

Reference: *Law Enforcement Code of Ethics, LD 1*

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Comments:								Case/Report No.:

- 1.3.02 The trainee shall demonstrate the ability to accept responsibility for his/her actions.

Reference: *LD 1*

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- 1.3.03 The trainee shall illustrate, through explanation or example, the following aspects of ethical conduct:

1. An officer shall not engage in any conduct or activities on or off duty that reflect discredit on the officer, bring the department into disrepute, or impair its efficient and effective operation.
2. Officers shall conduct themselves in a manner that will foster cooperation among members of the department, showing respect, courtesy, and professionalism in their dealings with one another.
3. Officers shall not use language or engage in acts that demean, harass, or intimidate another.
4. Officers shall conduct themselves toward the public in a civil and professional manner that implies a service orientation and that will foster public respect and cooperation.
5. Officers shall treat violators with respect and courtesy, guard against employing an officious or overbearing attitude or language that may belittle, ridicule, or intimidate the individual, or act in a manner that unnecessarily delays the performance of duty.

ETHICS, MISSION, AND VALUES

6. While recognizing the need to demonstrate authority and control over criminal suspects and prisoners, officers shall adhere to the department's use-of-force policy and shall observe the civil rights and protect the well being of those in their charge.

Reference: LD 1-Supplementary Material

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- 1.3.04 The trainee shall recognize his/her responsibility to intervene to stop offenses (unlawful/unethical acts) by other officers in order to maintain or restore professional control over a given situation or to improve the professional quality of future interactions.

Reference: LD 1

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- 1.3.05 The trainee shall identify and evaluate methods for handling unethical or criminal conduct on the part of a fellow officer.

Reference: LD 1

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ETHICS, MISSION, AND VALUES

1.3.06 The trainee shall identify and discuss problems associated with some common ethical decisions, including:

- A. Non-enforcement of specific laws by personal choice
- B. Acceptance of gratuities
- C. Misuse of sick time, etc.

Reference: LD 1-

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1.3.07 The trainee shall review and explain the policy and procedures associated with conduct both on and off duty.

Reference: PPM 2.6, 2.9, 2.10, 2.11, 2.12, 2.13, & 2.23

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DECISION MAKING

1.3.08 The trainee shall explain the most common limitations of their discretionary authority, to include:

- A. Law
- B. Departmental policy and procedure
- C. Departmental goals and objectives
- D. Community expectations
- E. Officer safety
- F. Ethics

Reference: LD 1, Penal Code §4

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ETHICS, MISSION, AND VALUES

1.3.09 The trainee shall identify the potential consequences of inappropriate discretionary decision making, including:

- A. Death or injury
- B. Additional crime
- C. Civil and vicarious liability
- D. Discipline
- E. Embarrassment to Department
- F. Relationship with the community

Reference: LD 1, LD 20

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1.3.10 Given various scenarios, simulated incidents, or calls for service the trainee shall identify and conclude which of the following are acceptable decisions:

- A. Arrest
- B. Cite and Release
- C. Referral
- D. Verbal warning
- E. No action

Reference: LD 1 and LD 20

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MISSION AND VALUES

- ## Reference: RPD Mission and Value Statements

FTP-18

■ FIELD TRAINING PROGRAM

Use of Force

Legend

FIP-RG = Field Training Program Resource Guide

LSB = California Peace Officers Legal Sourcebook

PM = RPD Policies and Procedures Manual

LD = POST Academy Learning Domain

CIM = Collision Investigation Manual

USE OF FORCE

LEGAL AND ETHICAL ISSUES

- 1.4.01 The trainee shall review and discuss the legal and ethical considerations pertaining to the use of force, including "reasonable force."

Reference: 835 PC; 835a PC; 843 PC; 198 PC, LD 20

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- 1.4.02 The trainee shall explain agency policy, legal ramifications, and civil liabilities attached to both the officer and the agency through the use of physical force or deadly force.

Reference: PPM 4.30, LD 20

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- 1.4.03 The trainee shall identify and evaluate situations that justify the use of deadly force and those situations that do not justify such use.

Reference: 196 PC; 198 PC; 835a PC; 843 PC, LD 20

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USE OF FORCE

FORCE OPTIONS

1.4.04 The trainee shall explain what is meant by "force options" and provide examples of each that would fall within legal and moral limits, to minimally include:

- A. Non-verbal/police presence
- B. Verbal (Tactical communication)
- C. Physical (Weaponless)
- D. Less lethal weapons, including:

CHEMICAL AGENTS

The trainee shall explain the regulations governing the use of chemical agents, including the follow-up procedures for persons who have had it applied to them, and the reporting procedures in cases where it is used.

IMPACT WEAPONS

- 1. The trainee shall know when and how to effectively use the police baton/impact weapon in an authorized manner.
- 2. The trainee shall identify the vital body points and bone edges recognized as baton/impact weapon "target" areas.
- 3. The trainee shall identify those body points that are potentially lethal when struck by a baton/impact weapon.

ADDITIONAL DEPARTMENT APPROVED LESS-LETHAL WEAPONS (including Tasers, 40mm and 12 gauge weapons, etc.)

E. Deadly force

The trainee shall explain considerations to be made when determining whether or not to resort to the use of deadly force. These considerations shall minimally include:

- 1. Type of crime and suspect(s) involved
- 2. Threat to the lives of innocent persons
- 3. Law and agency policy
- 4. Officer's present capabilities
- 5. Capabilities of officer's weapon

~~Reference:~~ PPM 4.30, LD 20

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USE OF FORCE

■ **FIELD TRAINING PROGRAM**

Patrol Vehicle Operations

Legend

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PATROL VEHICLE OPERATIONS

PATROL VEHICLE INSPECTION

1.5.01 The trainee shall explain the purposes of a vehicle inspection prior to driving. These shall minimally include:

- A. Prevention of accidents
- B. Ensuring emergency operational capability / minimizing failures
- C. Promotion of operational efficiency / minimizing breakdowns
- D. Reduction of maintenance and repair costs
- E. Location of contraband, evidence, weapons, or property
- F. Police vehicle towing procedure

Reference: PPM 5.21, LD 19

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1.5.02 The trainee shall point out the location and describe the use of the following:

- A. Rear door locks and seat belts
- B. Trunk and hood release
- C. Firearms / Weapon release systems
- D. Emergency lights and siren switches
- E. Public address system
- F. Flares
- G. First aid equipment
- H. Radio
- I. Spare tire
- J. Jack and handle
- K. Engine fluid compartments and dip sticks

Reference: PPM 5.21, LD 19

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PATROL VEHICLE OPERATIONS

1.5.03 The trainee shall explain Department policy regarding requests for vehicle service in the field.

Reference: Fleet Maintenance Unit

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1.5.04 The trainee shall explain Department procedures regarding proper maintenance of the police vehicle. This explanation shall minimally include:

- A. The procedure for regular maintenance and service of patrol vehicles (every 3,000 miles)
- B. The procedure for post pursuit inspection and service of patrol vehicles
- C. The procedure for turning in a damaged or mechanically deficient vehicle for repair
- D. The proper documentation to be completed (Job Tag)

Reference: Fleet Maintenance Unit

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1.5.05 The trainee shall conduct a patrol vehicle pre-shift inspection, to include:

- A. Visual check of vehicle exterior for damage and the tires for wear and proper inflation
- B. An inspection of the engine oil and fluid levels
- C. An inspection of the trunk for the spare tire, flares, first aid kit and fire extinguisher
- D. An operations check of the vehicle equipment (lights, horn, etc.) and the emergency equipment (light bar, siren, public address system, etc.)
- E. An inspection of the firearms / weapons and release systems
- F. An inspection of vehicle interior that includes checking behind the sun visors, in the glove box, and beneath the seats for contraband, evidence, weapons, property, or items left from a previous shift

Reference: LD 19, LD 21

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PATROL VEHICLE OPERATIONS

PATROL VEHICLE OPERATION SAFETY

1.5.06 The trainee shall review and explain agency policy on approved driving techniques, including:

- A. Backing
- B. Parking
- C. Right-of-way violations
- D. Passing
- E. Excessive speed

~~Reference:~~ LD 19

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1.5.07 The trainee shall discuss the factors which influence the overall stopping distance of a vehicle, including:

- A. Driver condition
- B. Vehicle condition
- C. Environmental conditions, including road surfaces
- D. Vehicle speed
- E. Perception and reaction times and distance
- F. Braking distance
- G. Knowledge of anti-lock braking systems

~~Reference:~~ LD 19

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Trainee								
Comments:								Case/Report No.:

PATROL VEHICLE OPERATIONS

1.5.08 The trainee shall identify the components of “defensive driving.” These shall include:

- A. Driver attitude
- B. Driver skill
- C. Vehicle capability
- D. Seat belt usage

Reference: LD 19

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	REMEDIED		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
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Trainee								
Comments:								Case/Report No.:

1.5.09 The trainee shall identify driver attitudes that can contribute to the occurrence of traffic accidents, including:

- A. Over-confidence
- B. Impatience (including “road rage”)
- C. Self-righteousness

Reference: LD 19

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	REMEDIED		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
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Trainee								
Comments:								Case/Report No.:

1.5.10 The trainee shall discuss the effects of driver fatigue, including:

- A. Lower visual efficiency
- B. Slower reaction time

Reference: LD 19

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	REMEDIED		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
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Trainee								
Comments:								Case/Report No.:

PATROL VEHICLE OPERATIONS

- 1.5.11 The trainee shall drive the vehicle in a safe and alert manner complying with all laws, regulations, and policies.

Reference: LD 19, PPM 4.17

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	REMEDIED		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
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Trainee								
Comments:								Case/Report No.:

EMERGENCY VEHICLE OPERATIONS / PURSUITS

- 1.5.12 The trainee shall review and explain Department policy concerning pursuits and code-three driving.

Reference: PPM 4.16 and PPM 4.17

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	REMEDIED		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
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Trainee								
Comments:								Case/Report No.:

- 1.5.13 The trainee shall identify the tactics that should be utilized by the driver of a police emergency vehicle while in a pursuit or any other emergency response. These tactics shall minimally include:

- A. Slowing for intersections
- B. Careful observation at cross streets
- C. Caution when passing other vehicles
- D. Constant alertness for any unforeseen hazard
- E. Using a well-planned route of travel in emergency response situations
- F. Brake fade in high speed, hard braking pursuit driving

Reference: LD 19

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	REMEDIED		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
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Trainee								
Comments:								Case/Report No.:

PATROL VEHICLE OPERATIONS

1.5.14 The trainee shall discuss those factors to consider in determining whether to continue or abandon a pursuit. These factors shall minimally include:

- A. Amount of other traffic, both vehicular and pedestrian
- B. Road hazards and road conditions
- C. Environmental conditions
- D. Capability and condition of patrol vehicle and driver
- E. Seriousness of the crime(s) in relation to potential likelihood of causing injury to innocent persons or damage to property
- F. Whether vehicle or driver can be identified

Reference: LD 19, PPM 4.16

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Comments:								Case/Report No.:

1.5.15 Given a simulated or an actual emergency response or pursuit, the trainee shall demonstrate safe and effective driving practices.

Reference: LD 19, PPM 4.16 & 4.17

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	REMEDIED		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
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Trainee								
Comments:								Case/Report No.:

VEHICLE OPERATION LIABILITY

1.5.16 The trainee shall discuss how an officer operating a law enforcement vehicle under non-emergency conditions is subject to the same "rules of the road" as any other driver.

Reference: 21052 VC, PPM 4.17, LD 19

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	REMEDIED		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
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Trainee								
Comments:								Case/Report No.:

PATROL VEHICLE OPERATIONS

1.5.17 The trainee shall explain the situations in which the driver of an authorized emergency vehicle is exempt from the Vehicle Code provisions listed in Section 21055, including:

- A. Responding to an emergency call
- B. Engaged in a rescue operation
- C. In pursuit of a violator
- D. Responding to a fire alarm

Reference: PPM 4.16 & 4.17, LD 19

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Trainee								
Comments:								Case/Report No.:

1.5.18 The trainee shall explain the exemption requirements of the Vehicle Code regarding the use of red lights and siren, under Sections 21055(b) and 21807.

Reference: PPM 4.16 & 4.17, LD 19

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	REMEDIED		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
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Trainee								
Comments:								Case/Report No.:

1.5.19 The trainee shall explain the conditions under which he/she or their agency may be held liable for deaths, injury, or property damage which occur while an emergency vehicle is being operated with red lights and siren (Code 3), including:

- A. Failure to drive with due regard for the safety of all persons described in VC Section 21056
- B. When the agency has not adopted a written policy on police pursuits in compliance with VC Section 17004.7

PATROL VEHICLE OPERATIONS

- C. A negligent or wrongful act or omission by an employee of the entity described in VC Section 17001
- D. When not in immediate pursuit of an actual or suspected violator or responding to a bona fide emergency as described in VC Section 17004

Reference: PPM 4.16, 4.17, 4.56, 4.64, LD 19

[illegible]

■ FIELD TRAINING PROGRAM

Report Writing

Legend

FTP-RG = Field Training Program Resource Guide

LSB = California Peace Officers Legal Sourcebook

PM = RPD Policies and Procedures Manual

LD = POST Academy Learning Domain

CIM = Collision Investigation Manual

REPORT WRITING

FIELD NOTES AND NOTEBOOK

2.11.01 The trainee shall identify the types of information that should be entered into his/her field notes or notebook. This information includes:

- A. Date, day, time
- B. Name of partner or supervisor and other officers
- C. Type of incident
- D. Pertinent information
- E. Names of suspects, victims, witnesses, and reporting persons

Reference: CA PO Legal Sourcebook (LSB) Chapters 7 & 9, LD 18, PPM 9.5

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Trainee								
Comments:								Case/Report No.:

2.11.02 The trainee shall recognize that the contents of field notes and notebooks are discoverable in a court proceeding.

Reference: CA PO Legal Sourcebook (LSB) Chapters 7 & 9, LD 18

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	REMEDIED		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
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Trainee								
Comments:								Case/Report No.:

2.11.03 The trainee shall explain the necessity for field notes. The explanation shall minimally include:

- A. Reference for future investigation
- B. Reference for future court appearance
- C. Beat or area information

Reference: CA PO Legal Sourcebook (LSB) Chapters 7 & 9, LD 18

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Comments:								Case/Report No.:

REPORT WRITING

- 2.11.04 Given an incident, the trainee shall properly use field notes or a note book to record pertinent information.

Reference: LD 18

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Trainee								
Comments:								Case/Report No.:

REPORT WRITING

- 2.11.05 The trainee shall exhibit an appropriate knowledge of the flow of completed reports and the relative importance of the information that they contain.

Reference: LD 18, FTP-Resource Guide

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Trainee								
Comments:								Case/Report No.:

- 2.11.06 The trainee shall give the location of the Records Divisions.

Reference: FTP-Resource Guide

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Trainee								
Comments:								Case/Report No.:

REPORT WRITING

2.11.07 The trainee shall describe the function of the Records Division in the reporting process.

Reference: *FTP-Resource Guide*

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Trainee								
Comments:								Case/Report No.:

2.11.08 The trainee shall describe the functions of the Investigation Division and the District Attorney's Office in the reporting process.

Reference: *CA Peace Officers Legal Sourcebook Chapters 10-12, LD 18*

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Trainee								
Comments:								Case/Report No.:

2.11.09 The trainee shall discuss when Department policy requires that a report be written and the importance of police reports, including these uses:

- A. Recording facts to a permanent record
- B. Providing coordination of follow-up activities
- C. Providing investigative leads
- D. Providing recorded facts for criminal and civil cases
- E. Providing statistical data
- F. Providing a source for officer and trainee evaluation
- G. Providing reference material
- H. Refreshing memory for court testimony

Reference: *LD 18 Chapter 1, PPM 4.15, CA Peace Officers Legal Sourcebook Chapter 9*

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Trainee								
Comments:								Case/Report No.:

REPORT WRITING

2.11.10 The trainee shall explain the qualities of a good police report. These shall include:

- A. Accuracy
- B. Conciseness
- C. Completeness
- D. Chronological order
- E. Clarity
- F. Legibility / Neatness
- G. Objectivity
- H. Grammatical and structural correctness
- I. Timeliness
- J. First person / active voice / past tense

Reference: LD 18, PPM 9.5, CA Peace Officers Legal Sourcebook Chapter 9

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Trainee								
Comments:								Case/Report No.:

2.11.11 The trainee shall identify the proper report forms to be utilized in various situations.

Reference:

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Trainee								
Comments:								Case/Report No.:

2.11.12 Following the completion of a preliminary investigation of a past crime, the trainee shall record all pertinent information in correct format on the proper report forms.

Reference: PPM 4.15 & 9.5, LD 18

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Trainee								
Comments:								Case/Report No.:

REPORT WRITING

2.11.13 The trainee shall prepare a report that minimally includes:

- A. Organizing facts in chronological order
- B. Relating facts in appropriate sentence form
- C. Correctly filing in all appropriate boxes
- D. Properly establishing who, what, when, where, why, how and how many
- E. Properly establishing the elements of the crime(s), when appropriate

Reference: *CA Peace Officers Legal Sourcebook Chapter 9, LD 18, PPM 9.5*

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Trainee								
Comments:								Case/Report No.:

2.11.14. Given an incident in which an arrest is made, the trainee shall demonstrate the ability to satisfactorily complete all the appropriate police reports involved, to minimally include:

- A. The elements constituting the offense
- B. A complete documentation of reasonable / probable cause to arrest
- C. A complete description of all physical evidence, where it was found, and its disposition
- D. A complete listing of all suspects, including whether or not they are in custody.

Reference: *CA Peace Officers Legal Sourcebook Chapter 9, LD 18, PPM 9.5*

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■ **FIELD TRAINING PROGRAM**

Control of Persons / Prisoners / Mentally Ill

Legend

FTP-RG = Field Training Program Resource Guide

LSB = California Peace Officers Legal Sourcebook

PPM = RPD Policies and Procedures Manual

LD = POST Academy Learning Domain

CIM = Collision Investigation Manual

CONTROL OF PERSONS / PRISONERS / MENTALLY ILL

TRANSPORTATION OF PRISONERS

2.12.15 The trainee shall review and explain the agency's policy regarding the transportation of prisoners. This explanation shall minimally include:

- A. Prisoners restrained with specialty devices (i.e., hobble, expectorant shields, etc.)
- B. Sick, injured, mentally ill, physically challenged, or pregnant prisoners
- C. Juveniles with/without adults
- D. Females
- E. Use of seat belts
- F. A search of the area in which the prisoner is about to be placed prior to transportation
- G. A search of the area where the prisoner has been following transportation
- H. The proper positioning of the officer(s) and the prisoner(s) within the vehicle
- I. Close and constant observation of the prisoner(s)

Reference: LD 31, LD 33, PPM 4.31 & 4.42

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Trainee								
Comments:								Case/Report No.:

2.12.16 Given a situation in which prisoner(s) must be transported in a patrol vehicle, the trainee shall safely place the handcuffed prisoner(s) into the vehicle and safely transport the prisoner(s) to the predetermined destination.

Reference: LD 31, LD 33, PPM 4.31 & 4.42

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Trainee								
Comments:								Case/Report No.:

2.12.17 The trainee will review and explain the legal constraints, Department policy and procedure, and custody facility requirements relative to medical clearance / approval prior to booking.

Reference: LD 31, LD 33, PPM 4.31 & 4.42

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Trainee								
Comments:								Case/Report No.:

CONTROL OF PERSONS / PRISONERS / MENTALLY ILL

BOOKING PRISONERS

2.12.18 The trainee shall explain or demonstrate how to properly book a juvenile prisoner in conformance with agency policy, legal codes, and minimum jail standards, including:

- A. Miranda advisement
- B. Right to phone calls
- C. What notifications are required
- D. Secure/Non-secure detention of juveniles and Juvenile Detention Log
- E. Requirements pertaining to the confinement of a child under 16 years of age with an adult accused or convicted of a crime
- F. Custody alternatives

Reference: 625 W&I; 206 W&I; 207.1-2 W&I; 4030 PC; 273b PC; 626 W&I; 626.5 W&I
CA Peace Officers Legal Sourcebook Chapter 14, LD 31, PPM 4.31 & 4.42

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Trainee								
Comments:								Case/Report No.:

2.12.19 The trainee shall acquire (preferably through a tour) an understanding of the basic functions, layout, organization, and staffing of the jail facility his/her agency utilizes most often (Robert Presley Detention Center).

Reference: LD 31

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	REMEDIED		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
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Trainee								
Comments:								Case/Report No.:

2.12.20 The trainee shall review and explain reasons and procedures for securing his/her weapon prior to entering any custody facility.

Reference: LD 31

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Trainee								
Comments:								Case/Report No.:

CONTROL OF PERSONS / PRISONERS / MENTALLY ILL

2.12.21 The trainee shall explain his/her responsibilities to provide proper documentation to book an inmate into a facility, including:

- A. Complete and accurate Pre-booking form, Receiving Sheet, and Probable Cause Statement to include charges and subsections
- B. Confirm arrestee is adult versus juvenile
- C. Valid court and/or warrant paperwork
- D. Inmate is medically screened and has medical clearance/approval form
- E. Physical condition as to injuries and/or current medical problems (DT's, heart problems, etc.)
- F. Booking an injured or ill prisoner into Riverside County Regional Medical Center (RCRMC)

Reference: LD 31, PPM 4.31

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Trainee								
Comments:								Case/Report No.:

2.12.22 The trainee shall explain how to properly book adult prisoners in conformance with Department policies, legal codes, and minimum jail acceptance standards, including notifications and procedures for the following:

- A. Alcoholics
- B. Narcotic/Drug users
- C. Mentally ill
- D. Sex offenders
- E. Escape risks
- F. Non-conformists
- G. Civil bookings

Reference: LD 31

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	REMEDIED		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
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Trainee								
Comments:								Case/Report No.:

2.12.23 The trainee shall identify other prisoners who may warrant special considerations, including:

- A. Injured or sick

CONTROL OF PERSONS / PRISONERS / MENTALLY ILL

- B. Females (including pregnant females)
- C. Elderly
- D. Gang members or police informants
- E. Current or former police officers, judges, etc.
- F. High-profile prisoners
- G. Any other prisoner(s) who may need specialized classification/housing needs

Reference: LD 31

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	REMEDIED		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
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Trainee								
Comments:								Case/Report No.:

2.12.24 The trainee shall explain the concept of inmate classification, to include:

- A. Sex
- B. Age
- C. Criminal sophistication
- D. Seriousness of offense
- E. Assaultive behavior
- F. Medical disabilities
- G. Gang Affiliation
- H. Overt sexual behavior

Reference: LD 31, PPM 4.31 & 4.42

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Trainee								
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2.12.25 The trainee shall review and explain the legalities of prisoner/inmate searches, including:

- A. Search by same sex
- B. Clothed search
- C. Strip or skin search, including documentation

Reference: LD 31, PPM 4.31 & 4.42

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Trainee								
Comments:								Case/Report No.:

- 2.12.26 The trainee shall review and explain methods and procedures for releasing a prisoner per 849(b) P.C.

Reference: LD 31

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Comments:								Case/Report No.:

- 2.12.27 The trainee shall discuss his/her Department's response, if any, to a jail emergency, including:

- A. Fire
- B. Earthquake
- C. Civil disorder
- D. Escape

Reference: LD 31

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	REMEDIED		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
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PEOPLE WITH DISABILITIES

- 2.12.28 The trainee shall recognize that the ADA (Americans with Disabilities Act) also covers people with developmental and mental impairments and impacts law enforcement as follows:

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- A. Requires reasonable adjustments and modifications in policies and practices or procedures, on a case-by-case basis.
- B. Prohibits the arrest of an individual for behavioral manifestations of a disability that is not criminal in nature.
- C. Requires that the safety and civil rights of people with disabilities be protected during transport and while detained.
- D. Requires officers to make accommodations for persons with disabilities, except where safety is compromised.

Reference: LD 37

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- 2.12.29 The trainee shall acknowledge that some disabilities (including mental retardation, cerebral palsy, epilepsy, autism, other neurological conditions, and deafness) are not readily apparent and that sometimes people with developmental or cognitive disabilities may have little or no conscious ability to control their behavior.

Reference: LD 37

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	REMEDIED		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
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Trainee								
Comments:								Case/Report No.:

- 2.12.30 The trainee shall recognize and demonstrate effective communications for persons with cognitive impairments or deafness, to minimally include:

- A. Give one direction or ask one question at a time.
- B. Allow the person to process what you have said and respond (10-15 seconds, then repeat).
- C. Avoid questions that tell the person the answer you expect (avoid questions with yes/no answers).
- D. Repeat questions from a slightly different perspective, if necessary.
- E. Avoid questions about time, complex sequences, or reasons for behavior.

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F. Use concrete terms and ideas. Avoid jargon or figures of speech.

Reference: LD 37

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	REMEDIED		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
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Trainee								
Comments:								Case/Report No.:

- 2.12.31 The trainee shall explain how non-compliance is a warning sign that indicates a person may need more time to mentally grasp and respond to what is being said or asked of them and that it may be due to fear, confusion, auditory hallucinations, etc., rather than defiance.

Reference: LD 37

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	REMEDIED		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
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- 2.12.32 Recognizing that safety (officer safety, public safety, and the safety of the person in crisis) is always the top priority when dealing with impaired people, the trainee shall explain and demonstrate standard tactical assessments and safeguards, including:

- A. His/her own abilities to physically control the person
- B. Escape routes
- C. Use of cover
- D. Call for backup
- E. The T.A.C.T. Model
 - Tone (Present a calm and firm demeanor / Maintain respect and dignity)
 - Atmosphere (Reduce distractions / Respect personal space)
 - Communication (Establish contact / Develop rapport)
 - Time (Slow down / Reassess)

Reference: POST Field Guide – Police response to people with mental illness or developmental disability, LD 37

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MENTAL ILLNESS CASES

2.12.33 The trainee shall review and explain state law and Department policy regarding mental illness cases.

Reference: LD 37, PPM 4.50

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Comments:								Case/Report No.:

2.12.34 The trainee shall identify considerations to be made when handling and dealing with mentally ill or emotionally disturbed persons. These considerations shall minimally include:

- A. Ignoring verbal abuse
- B. Avoiding excitement
- C. Avoiding unnecessary deception
- D. Requesting backup to minimize resistance
- E. Requesting ambulance prior to confronting subject, if necessary
- F. Keeping the disturbed person in sight constantly
- G. Continual alertness
- H. Seizing firearms for safekeeping; the specific Department form to be completed, and required City Attorney notification to be made

Reference: LD 37, PPM 4.47 & 4.50

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	REMEDIED		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
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2.12.35 The trainee shall identify the appropriate mental health facility or regional center within the Department's jurisdiction to be used for evaluation, treatment, counseling, or referral (ETS).

Reference: LD 37, PPM 4.50

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	REMEDIED		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
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2.12.36 The trainee shall identify and explain the criteria as set forth in the Welfare and Institutions Code by which an individual may be committed for a 72-hour hold:

- A. Danger to himself/herself
- B. Danger to others
- C. Gravely disabled

Reference: LD 37, PPM 4.50

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	REMEDIED		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
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Comments:								Case/Report No.:

2.12.37 The trainee shall explain procedures required of officers for safeguarding the rights of a person detained under the authority of Section 5150 of the Welfare and Institutions Code, including:

- A. The circumstance under which the person's condition was called to their attention and the observation constituting probable cause for detention must be recorded on the Application for 72-Hour Detention For Evaluation and Treatment.
- B. Advisement of Miranda rights, as appropriate, when criminal action is involved.
- C. Reasonable precaution must be made to safeguard personal property in the possession of or on the premises occupied by the person.
- D. The person must be informed of the officer's name and agency and the reason the person is being detained.
- E. If taken into custody at a residence, inform person of personal items that may be brought along (with approval), right to a telephone call, and right to leave a note to friends or family.

Reference: LD 37, PPM 4 50

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Comments:								Case/Report No.:

2.12.38 The trainee shall discuss appropriate alternative methods for handling the situation if involuntary detention for evaluation and treatment is NOT appropriate, including:

- A. Urgent medical attention
- B. Arrest
- C. Referral for mental health services
- D. Referral to local developmental disabilities agency
- E. No police action required

Reference: LD 37, PPM 4.50

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Trainee								
Comments:								Case/Report No.:

2.12.39 The trainee shall explain the warrant process for mentally ill persons. This discussion shall minimally include:

- A. Affidavit (who makes it, where, and to whom)
- B. Notice to Appear papers
- C. Commitment papers (warrant)

Reference: LD 37

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2.12.40 The trainee shall identify the agency and mental health (if required) reports involved in a mental illness arrest both with and without a warrant.

Reference: PPM 4.47 & 4.50

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Trainee								
Comments:								Case/Report No.:

2.12.41 Given a scenario or an actual incident involving a mentally ill or emotionally disturbed person, the trainee shall take all necessary precautions in dealing with the person, safely take the person into custody (if necessary), assure safe transportation of the person, and properly complete all necessary forms and reports (including pending criminal charges notification).

Reference: PPM 4.47 & 4.50, LD 37

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Trainee								
Comments:								Case/Report No.:

**RIVERSIDE POLICE DEPARTMENT
FIELD TRAINING PROGRAM
PHASE 1
COMPLETION RECORD / COMPETENCY ATTESTATION**

Trainee Name

ID #

Date of Completion

Name of Field Training Officer

Phase Assignment

Phase Training Dates
FROM TO

I have been instructed in all items recorded for Phase 1 of the Field Training Program Guide.

Signature of Trainee

Date

I certify that Officer _____ has received the instruction outlined in the Field Training Program Guide for Phase 1 and that he/she has performed competently in all structured learning content areas. I also certify that all tests have been completed in a satisfactory manner. I further certify that he/she is now prepared to progress to Phase 2.

Phase 1 Training Officer Signature

Date